



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Department of Education
Grants Management Section
125 State Office Building
Atlanta, Georgia 30334

FOR RECORDS MANAGEMENT USE

Application Number

78-200

Date Received

JUL 31 1978

Date Completed

SEP 13 1978

2. Person to Contact

John A. Barker

Working Title

Operations Analyst

Telephone Number

656-2747

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest

Latest

1975

to date

5. Records Series Title (followed by title used in office; if different)

A-85 Project Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Grants Management Section coordinates the administration of educational grants, both federal and state, between the department and local units of education; develops contracts; provides forms management services; administers the records management program; provides systems and procedures services; and coordinates delivery of Electronic Data Processing services with the Department of Administrative Services.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Accumulating comments on proposed or revised Federal Regulations.

Included are:

1. Form SC A-85-2;
2. Form A-85-3;
3. Clearinghouse Internal Control form;
4. Excerpt from Federal Register.
5. Related documents

File is arranged:

By control number.

8. Monthly Reference Rate

How often are records referred to which are:

One ~~XX~~ month old 3 ; TWO to twelve months old 0 ; Thirteen to twenty-four months old 0 ;
twenty-five months and older 0 ; ?

9. Annual Rate of Accumulation of Records

Letter-size drawers 1 inch ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? <u>Office of Planning & Budget</u>
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <u>Federal Register</u>
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Office of Planning & Budget</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>2</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

A retention period of two years is required for documentation of office function.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>7/27/78</u>	<i>[Signature]</i>	<u>7/27/78</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<u>9-12-78</u>
		<i>[Signature]</i>	<u>9-28-78</u>
		<i>[Signature]</i>	<u>9-13-78</u>